INTERVIEWING TECHNIQUES

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Feb 01

AGENDA

- Introduction
- Purpose
- Preparation
- Acting 101
- Answering Questions
- What’s the Panel looking for?
- Do’s and Don’ts

INTRODUCTION

- Be Prepared!
- Know what you need to do.
- Know how to manage the interview
- Remember: It is your responsibility

INTRODUCTION

- Ensure that you are ready to perform at your very best for any

PREPARATION

- Know yourself
  -- Review your *career* briefs
  -- Know what the panel members are going to see
- Perform a self-assessment
  -- What have you done?

PREPARATION (cont.)

-- Ensure that you understand the difference
between technical and procedural experience
and use them correctly

PREPARATION (cont.)

- Know the job you’re interviewing for

PREPARATION (cont.)

- Know the organization
  -- What is their product or service

PREPARATION (cont.)

- Update your geographic availability or you will not show up
  -- All codes drop out after PCS
- Ensure that you review your career brief LCCEP whole person score, 201 file, etc
  -- Education Update

BASICS

- Review your career brief and ensure
  familiarity
- Arrive early so you're not stressed
- Treat everyone with respect
- Dress/act professionally
  -- Appropriate for the job
  -- Be clean, neat, and well groomed

POLISHING THE ACT

- Mental review of current/previous jobs
- Ideas/concepts that you pushed through
  the system
- Teams that you led

BEFORE THE CURTAIN CALL

- Dress to Impress
- 15 Minute Question Review
  -- Organize your past experience that is

MANAGE THE INTERVIEW

- Process will follow these general guidelines
- Every interview is different
  - -- Establish rapport
  - -- Exchange information
  - -- Closing the interview

15 -20 MINUTES OF ACTING

- Establish Rapport
  -- First impressions are very important (1st 5 min)
  -- Be what they are - chatty, formal, casual, etc

THE PERFORMANCE BEGINS

- Exchange of Information

  -- Maintain eye-to-eye contact even if the panel is busy writing notes from your answers

  -- Watch for the panel reactions (bored, confused)

  -- Listen and completely answer the question

WINNING THE OSCAR

- Look each panel member in the eye
- Ask questions if required
- **Be sure to read/understand the full question

WINNING THE OSCAR (cont.)

- As you answer the questions, try to

  remain composed/confident
- Talk about you, your role, what you did

WINNING THE OSCAR (cont.)

- Know your inventory of skills and abilities
- Don't assume anything
  -- Every candidate is good
- Pause before you answer each question

THE FINAL ACT

- Exchange of Information
  -- Be aware of your body language
  -- Control your nervous habits (ahs, playing with
  jewelry, buttons, etc)
- Closing the Interview
  -- Opportunity to add other relevant information

WHAT ARE THEY LOOKING FOR?

- Communication Skills
-Planning and Scheduling
-Dependability
-Honesty
-Creativity, Initiative
-Ambition, Assertiveness, Enthusiasm

DO NOT…

- Assume that because panel members know
  you, you do not have to tell them about your
  experiences

DO...

- Stay positive
  -- Answer all parts of the questions as completely as you can
  -- Ask for clarification if you do not understand the question
  -- Manage your time so that you can answer all questions

COMMON MISTAKES

- Trying too hard to impress, bragging, or

  acting aggressively
-Underselling your capabilities
-Poor body language which will create a

COMMON MISTAKES (cont.)

-Inappropriate attire or poor hygiene
-Lack of self-confidence
-Poor communication skills
-Prejudicial remarks
-Tardiness

METHODS OF ASSESSING CANDIDATES

- Career brief review
- Down-selected based on pre-determined
  criteria

INAPPROPRIATE QUESTIONS

- Don’t say that is illegal even if it is
- You might say - I’m not sure how

that relates to my ability to do the job

SUMMARY

- Be prepared
- Positive attitude, Positive Outcome

- Questions????